



Disability Support Services

During this semester, you may have a student enrolled in your classes who utilizes the approved accommodation of a sign language interpreter. If this is a new experience, it may make you a bit uneasy at first. To make this situation more comfortable for all involved, Disability Support Services has some suggestions for working with an interpreter in the college setting.

- Please have the same expectations of the deaf student as you would any other student. The provision of an accommodation is for the purpose of equal access only and not an expectation of lower standards for students with disabilities.
- The interpreter is not responsible for the student's behavior, academic performance, or attendance in class. Please address any issues or concerns to the student directly.
- The interpreter's role is to facilitate communication. Please refrain from asking the interpreter to function as a teacher's aide or participant in the class activities, as it interferes with the quality of communication provided and compromises the role of the interpreter.
- The interpreter will transmit the information you present without censoring, giving opinions, or participating in the class. Interpretations will be in the first person for when you are speaking, as well as if the interpreter is vocalizing for the student.
- If the deaf student is not present when class begins, the interpreter will wait for 15 minutes outside of the classroom. If the student has not arrived by that time, then the interpreter has been instructed to leave, as he/she may be needed at another assignment.
- The interpreter will generally sit/stand in the front of the classroom. This enables the student to see you, as well as the interpreter, and any visual aids.
- Due to scheduling reasons, there may be two interpreters in the class. Both interpreters are working and should be treated as such. *In the spring semester, we work with an interpreting intern. Our intern is a student that is studying to become an interpreter and is completing their practical experience. The intern will be working with the scheduled interpreters and should also be treated as a working interpreter.*
- In order to assist the interpreter(s) in preparing for your course, you may be asked for access Black Board, for copies of lecture notes, power point slides, and/or course text books that you use. Please be assured that this information is not shared with the student.
- The interpreter will adjust to your speaking pace as much as possible, but may ask you for clarification should something not be understood.
- The student cannot look at written material and watch the interpreter at the same time. Try to avoid talking while the students are focused on written class work. For this same reason, often it is difficult for the student to take notes, and may receive note takers as an additional accommodation.
- Encouraging turn taking during discussions is highly beneficial. The interpreter can only convey one message at a time after indicating the speaker.
- **All audio-visual materials used within the classroom setting need to be captioned or a transcript provided. Films and videotapes may be difficult to interpret adequately in a classroom environment.**
 - ***Should you have audio material that needs to be converted into a text format, please email me the Captioned Material Request Form found on the DSS website (unco.edu/dss) under Faculty Resources along with the file in one of the following formats: .FLV, .MOV, .MP4, .M4A, .M4B, .M4V, .MP3, .RA, .RM, .WAV, .WMA, .WMV.***
 - We can also accept links for YouTube clips, however, if you are using a clip from another site, we are unable to add captions if you only have the link and not the file in one of the above formats.
 - Turnaround time for material can take up to two weeks. For assistance turning on captions when using SmartBoards, please contact IT.
 - Please fill out one form per file. Materials may also be delivered to the DSS office with the printed form.

Each student receiving services from our office is responsible for providing you with a copy of their accommodation letter (often the first day of classes). Students, who are deaf/hard of hearing, may utilize other accommodations that will be listed on the letter.